

Company: Green Lifestyles Network (GLN)

Job Title: Executive Director

Work Location: Los Angeles, CA (Out of state applicants will not be considered)

Division/Department: Human Resources

Reports to: Board of Directors

Collaborates with: Board Chair, Board Secretary, Board Treasurer, Director of Legal Affairs, Director of Sustainability, Director of Communications, Director of PR, Director of Events, Director of Development, GLN Manager and Volunteer/Interns Manager

Part-time

***Volunteer**

Position Objective:

Serves as the day-to-day operations manager of the organization working to implement the strategic goals and objectives of Green Lifestyles Network. Working closely with the Board Chair, the Executive Director will work to fulfill the organization's governance functions and bylaws and will be the primary point of contact providing direction and leadership to teams, members and departments within GLN enabling the operational, programmatic and organizational success of the NPO.

Job Summary:

The **Executive Director** is responsible for ensuring the operational success of the board administration and support, programming, product and service delivery, financial, tax, risk and facilities management, human resource management, community and public relations and fundraising of the organization. The **Executive Director** works closely with the Board Chair and all department heads to ensure all programs operate successfully per the program objectives.

- **Board Administration and Support** -- Supports operations and administration of Board by advising and informing Board members of ongoing activities at the operational level; interfacing between Board and volunteer staff, and supporting Board's evaluation of chief executive
- **Programming, Product and Service Delivery** -Oversees design, marketing, promotion, delivery and quality of programs, products and services being delivered representing and reflecting GLN
- **Financial, Tax, Risk and Facilities Management** – Collaborates with the Finance and Development team to recommend yearly budget for Board approval and manages organization's resources within those budget guidelines according to current laws and regulations
- **Human Resource Management** – Collaborates with the Director of Human Resources to effectively manage the volunteers and resources making up the organization according to authorized personnel policies and procedures that fully conform to current laws and regulations
- **Community and Public Relations** - Assures the organization and its mission, programs, products and services are true and honest to the organization's values and objectives
- **Fundraising (nonprofit-specific)** – Collaborates with the Development team and oversees fundraising planning and implementation, including identifying resource requirements, researching funding sources, establishing strategies to approach funders, submitting proposals and administrating fundraising records and documentation.

Essential Duties and Responsibilities:

- Assure the organization has a long term strategy that achieves its mission
- Provides leadership in developing programs, organizational and financial plans with the Board of Directors and staff, and works to carry out plans and policies authorized by the Board
- Promotes active and broad participation by volunteers in all areas of the organization's work
- Maintains official records and documents, and ensure compliance with federal, state and local regulations
- Maintains a working knowledge of significant developments and trends in the sustainability and eco-friendly field
- Establish sound working relationships and cooperative arrangements with community groups and organizations
- Represent the programs and point of view of the organization to agencies, organizations, and the general public
- Collaborate with the Director of Human Resources for the recruitment and release of all personnel
- Responsible for developing and maintaining sound financial practices and submits requests for approval from the Finance Committee for any and all expenditures
- Works with the staff, Finance Committee, and the board in preparing a budget
- Ensure that adequate funds are available to permit the organization to carry out its work
- Conduct official correspondence on behalf of the organization working closely with the Board Chair and Board Secretary

*See next page for continued job description

Knowledge, Skills and Abilities Required

Understanding of organization vision, mission and objectives

Ability to grasp big picture and guide the department to meeting the organization's goals

Ability to take direction and execute department strategy

Enthusiasm, teamwork focused and strong customer service orientation

Well organized and detail oriented

Effective leadership and team building skills

Self-motivated, able to work independently with no supervision

Possess tact, diplomacy and flexibility

Superior supervisory skills

Excellent written and verbal communication skills

Project management skills

Ability to multi-task

Willing to learn and continuously develop personal and professional skills

Computer skills required including database experience, MS Office, Excel and internet

Education, Experience :

- Bachelor's degree and three (2) to five (5) years of Business Administration, Environmental Studies or Media Studies experience

OR

- A master' degree in Business Administration, Environmental Studies or Media Studies experience

OR

- Any similar combination of education and experience

Compensation:

This is an unpaid , volunteer position

How to apply:

Please email your resume to volunteersdirector@greenlifestyles.org

Plus: 2 references, and (1) page sample writing of your choice

Only candidates who send ALL requested documents will be considered.

Print Volunteer Name:

Volunteer Signature:

Date: